



Probationary Employee Training Program

COUNSELING FORM INSTRUCTIONS



Counseling Form Instructions

The purpose of the counseling reports is to track the progression of the probationary employee; therefore the counseling report should include as much detail as possible. **The station officer is required to complete a counseling report at the end of each training module.** The station officer should also complete a counseling report if the probationary employee exhibits any deficiencies in their performance, comprehension of material, or inappropriate behavior. The station officer is **encouraged** to complete counseling reports when the probationary employee exhibits exceptional behavior comprehension and progression. The probationary employee may also encounter other hardships which may hinder their (the probationary employee) timely completion of the probationary packet. At any time in which it is possible that a deadline will be missed the station officer should either submit a counseling report or consult with the battalion chief for instructions. The counseling report should be forwarded to the battalion chief for their review. The probationary employee should receive copies of all signed and forwarded paperwork. The probationary employee should be encouraged to keep copies of all their paperwork.